

DD/A 81-1522/2

17 AUG 1981  
FILE: Pers-15

MEMORANDUM FOR: Director of Personnel

FROM: William N. Hart  
Associate Deputy Director for Administration

SUBJECT: Rotational Assignments to the  
Washington Area Recruitment Office (U)

REFERENCE: Memo to Multiple Addressees from  
D/Pers, dated 21 July 1981; Same Subject

The Directorate of Administration is pleased to nominate

25X1 [redacted]  
careerist, and [redacted]

25X1

careerist, for consideration to serve on rotational assignments  
in the Washington Area Recruitment Office. The Official  
Personnel Folders and Subgroup nominating memorandums on

25X1 [redacted] are attached for your review. (C)

25X1

[redacted]  
William N. Hart

Attachments:  
As Stated

Distribution:

Orig - D/Pers

1 - DDA Chrono w/o atts

① - DDA Subject w/o atts

1 - WNH File w/o atts

1 - DDA/CMO Subject w/o atts

1 - DDA/CMO Chrono w/o atts

DDA/Pers. Off. [redacted]

(14 Aug 81)

25X1

WARNER NOTICE  
INTERVIEW CONDUCTS  
AND METHODS INVOLVED

25X1

DOWNGRADED TO CONFIDENTIAL  
WHEN DETACHED FROM SECRET  
ATTACHMENTS

SECRET

21 JUL 1981

MEMORANDUM FOR: Deputy Directors and Head of E Career Service

FROM : James N. Glerum  
Director of PersonnelSUBJECT : Rotational Assignments to the Washington Area  
Recruitment Office

1. As you know, special efforts are being planned toward assuring that the Agency meets its FY 1982 and 1983 enhanced staffing requirements. Included among these efforts is the plan for an increase in the number of recruiters at the Washington Area Recruitment Office (WARO).

2. At this time we are seeking nominations of officers to fill three additional positions at WARO. Nominees should be officers who have been with the Agency for five or more years, who are at the GS-11 through GS-13 level, have a genuine desire to serve as a recruiter on a two or three year rotational assignment and who possess those interpersonal skills needed to make each an excellent representative of the Agency. Those candidates who have served in offices and directorates other than their office of present assignment will be given extra consideration; good oral and writing skills are essential.

3. Selected officers will be utilized both within WARO and to provide TDY assistance for expanded field recruitment efforts. Candidates should be willing to travel on a fairly frequent basis.

4. The Office of Personnel would appreciate several nominations from each directorate; Official Personnel Files should be forwarded to the Director of Personnel for consideration. Selections will be made as soon as possible with assignments to occur as the individuals are available. If you have any questions, please contact [redacted] Chief, Washington Area Recruitment Office, extension [redacted]

25X1

25X1

James N. Glerum

DDA 81-1522/1

DDA REGISTRY

FILE: Personnel-15

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Nominees for Rotational Assignments to the  
Washington Area Recruitment Office

1. The Office of Personnel is making a special effort to ensure that the Agency meets its FY 1982 and 1983 enhanced staffing requirements. In order to accomplish this objective, the Office of Personnel plans to increase the number of recruiters at the Washington Area Recruitment Office (WARO).

2. At this time, the Office of Personnel is seeking nominations of officers to fill three additional positions at WARO. Nominees should be GS-11 through GS-13 officers who have been with the Agency for five or more years, who have a genuine desire to serve as a recruiter on a two- or three-year rotational assignment, and who possess those interpersonal skills needed to make each an excellent representative of the Agency. Those candidates who have served in offices and directorates other than their offices of present assignment will be given extra consideration; good oral and writing skills are essential.

3. Selected officers will be utilized within WARO and also to provide TDY assistance for expanded field recruitment efforts. Candidates should be willing to travel on a fairly frequent basis.

4. If your office is able to identify nominees for a rotational WARO assignment, please forward an updated Biographic Profile and the Official Personnel File on each nominee to the DDA/CMO, 7C-18, Headquarters Building by

SUBJECT: Nominees for Rotational Assignments to the  
Washington Area Recruitment Office

11 August 1981. Negative responses may be by telephone.  
If you have any questions regarding this matter, please  
contact [ ] on extension [ ]

/s/ William N. Hart  
Harry E. Fitzwater

Distribution:

- 1 - Each Addressee
- ① - DDA Subject
- 1 - DDA Chrono
- 1 - HEF Chrono
- 1 - DDA/CMO Subject
- 1 - DDA/CMO Chrono

DDA/Pers. Off./ [ ] (27 July 81)